

# **DUTIES, WORKING PRINCIPLES AND PROCEDURES OF THE TURKISH QUALIFICATIONS FRAMEWORK COUNCIL**

## **SECTION ONE**

### **Objective, Scope, Basis and Definitions**

#### **Objective and scope**

**ARTICLE 1** – (1) The aim of these Principles and Procedures is to regulate the procedures and principles for the establishment, duties, functioning and activities of the Turkish Qualifications Framework Council.

(2) These principles and procedures herein includes provisions concerning the structure of the Turkish Qualifications Framework Council, designation and term of office of its members as well as their duties, powers, responsibilities and working methods.

#### **Basis**

**ARTICLE 2** - (1) These Principles and Procedures have been prepared in regard to Article 255 of Presidential Decree No.4 and the Regulation on the Principles and Procedures for the Implementation of the Turkish Qualifications Framework came into force after being published in the Official Journal No. 29537 on 19/11/2015.

#### **Definitions**

**ARTICLE 3** - (1) In the implementation of these Principles and Procedures, the terms states as;

- a) President: President of the Turkish Qualifications Framework Council;
- b) Department: Department of Turkish Qualifications Framework under the Vocational Qualifications Authority
- c) Coordination Council : Turkish Qualifications Framework Coordination Council;
- d) Authority: Vocational Qualifications Authority;
- e) Council: Turkish Qualifications Framework Council;
- f) Turkish Qualifications Framework: the national qualifications framework, which has been designed in line with the European Qualifications Framework and indicates the all qualification principles acquired through general, academic and vocational education and training programs including primary, secondary and higher education as well as other ways of learning.

## **SECTION TWO**

### **Turkish Qualifications Framework Council**

#### **Duties, authorities and responsibilities of the Council**

**ARTICLE 4** – (1) The main duties of the Council shall include:

- a) To prepare a three-year action plan related to implementation of Turkish Qualifications Framework.
- b) To prepare the procedures and principles for quality assurance of the qualifications to be included in the Turkish Qualifications Framework.

- c) To regulate the procedures and principles to be applied during the process of incorporating the qualifications into Turkish Qualifications Framework.
- d) To prepare the procedures and principles on the examination of the objections to the decisions concerning the implementation of Turkish Qualifications Framework .
- e) To prepare the criteria regarding the qualifications to be included in the Turkish Qualifications Framework.To prepare the procedures and principles in for the establishment, implementation and updating of the Qualifications Database
- f) To prepare the procedures and principles regarding the horizontal and vertical transition among the qualifications to be included in the Turkish Qualifications Framework, as well as credit accumulation and transfer
- g) To prepare the procedures and principles regarding the recognition of prior learning and ensuring quality assurance.
- h) To prepare the procedures and principles for the identification of the existing qualification types, determining new qualification types and updating and cancellation of qualification types
- i) To prepare the procedures and principles for updating, modification and cancellation of qualifications.
- j) To prepare the procedures and principles for the publication of qualifications and use of qualifications by education institutions and awarding bodies.
- k) To prepare the procedures and principles for updating the Turkish Qualifications Framework.
- l) To prepare the procedures and principles for the use of Turkish Qualifications Framework logo.
- m) To prepare a communication strategy to raise the national and international awareness on the Turkish Qualifications Framework.
- n) To make suggestions to the Coordination Council regarding the qualifications requested to be included in the Turkish Qualifications Framework.
- o) To ensure that the monitoring and evaluation reports on the implementation of the Turkish Qualifications Framework are prepared and to submit them to the Coordination Council.
- p) To make suggestions to the Coordination Council regarding the preparation, development and updating of the Turkish Qualifications Framework.
- q) To publish reports on the functioning of the quality assurance systems regarding qualifications.
- r) To establish the working groups required for the implementation and improvement of the Turkish Qualifications Framework.
- s) To submit the annual activity reports to the Coordination Council.
- t) To generate suggestions and proposals on issues within its field of operation and are requested to be discussed by the Coordination Council.

## **Structure of the Turkish Qualifications Framework Council**

**ARTICLE 5** – (1) The Council shall consist of 22 member listed below.

a) A total of five members from the Ministry of National Education, all being the general directors,

b) A total of four members assigned from the Council of Higher Education, one being among the Council of Higher Education Executive Board members, one being a dean on duty, two being among the members of Council of Higher Education at the Higher Education Quality Council and one member to be designated by the Higher Education Institutions National Student Council.

c) A total of three members from Vocational Qualifications Authority, one being the vice president.

d) One member from the Union of Chambers and Exchange Commodities of Turkey.

e) One member from the Confederation of Turkish Tradesmen and Craftsmen.

f) One member from each of the three confederations of employees' unions which have the highest number of members.

g) One member, being the representative of education unions, from each of the three confederations of public employees' unions which have the highest number of members.

One member from the confederation of employers' unions that has the highest number of members.

(2) The secretariat services of the Council shall be carried out by the Department.

## **Designation and term of office of the Council members**

**ARTICLE 6** – (1) Council members shall be natural persons, who represent the institutions and organizations listed in Article 5 and present their institutions' point of view during the activities.

(2) Members of the Council shall meet the general requirements listed in Article 48 of the Civil Servants Law No. 657.

(3) The Authority shall send written invitations to the institutions and organizations represented in the Council.

(4) Council members shall be designated by their own institutions. The designated members shall be communicated to the Authority in writing by filling out the information form, whose format and content are developed by the Authority.

(5) The term of office of the Council members shall be three years. Any member whose term of office expires may be re-appointed. The Authority shall keep track of the term of office for Council Members.

(6) The term of office of the Council members shall begin at the date of first meeting.

(7) An institution/ organization wishing to replace its member in the Council shall communicate the new designated Council Member to the Authority in writing. The new member shall complete the remaining term of the replaced representative.

(8) Due to the disengagement of any member from the Authority of which he/she is a representative, his/her membership shall be terminated automatically. The membership of those who cannot perform his/her duty for more than six months for any reason shall be terminated without the need for any other treatment.

(9) The Member who does not attend three meetings within a calendar year without a valid excuse, or who does not sign the decisions within its time period despite having participated in a meeting and not having voted against or does not write justification for the counter vote within its time shall be considered to be withdrawn from membership. This shall be determined by the Council decision.

10) The relevant institution shall designate a new member to replace the member, whose Council membership was terminated for any reason, no later than one month and communicate them to the Authority in line with paragraph four of this article. When the institution fails to communicate the member, the total number of members shall be counted based on the number of communicated members, until the member is communicated.

### **President and Vice President of the Council**

**ARTICLE 7** – (1) The Council shall elect a president and an vice president among its members in the first meeting. The president and vice president of the Council shall be elected by simple majority of the total number of members. However, if simple majority is not achieved in the first round, the two candidates with the highest number of votes shall compete and the candidate who receives the highest number of votes shall be elected president and the other one elected as the acting president.

(2) The vice president shall chair the meetings that the president is unable to attend. The meetings that the president and vice president are unable to attend shall be chaired by the vice president of the Authority.

(3) The president of the Council shall declare each meeting open and closed, give the floor to members, moderate discussions on the agenda and announce decisions of the meetings.

### **Agenda and invitation to Council meetings**

**ARTICLE 8** – (1) The draft meeting agenda shall be prepared by the Department and communicated to the members electronically at least fifteen days before the meeting. This may be postponed until two days before the meeting in case of emergency or exceptional circumstances.

(2) Members shall have five days to submit their comments and suggestions on the draft agenda. If comments and suggestions are not submitted within this period, the draft agenda shall be deemed approved.

(3) Upon finalization of the meeting agenda, the meeting invitation shall be sent to the institutions and organizations represented in the Council no later than seven days before the meeting date.

### **Council meetings**

**ARTICLE 9** – (1) The Council shall convene as often as necessary, at least once a month, upon the agenda call of the President. The Council may meet at any time upon the call of the Coordination Committee or the written request of one third of its members.

(2) Meetings shall be held with at least a simple majority of the total member number.

(3) Decisions shall be made by a simple majority of those attending the meeting. In the event of equal votes, decision shall be regarded as made according to that of the President.

(4) No abstaining vote shall be cast in meetings. The members who cast a dissenting vote shall submit their reasons to the Council in writing by the next meeting.

(5) Council meetings shall be held at the premises of the Authority. However, meetings may also be held outside the premises upon decision of the Council.

(6) If deemed necessary by the President, persons and representatives of other institutions and organizations related to the issues under discussion may be invited, but they shall not have the right to vote. Those who attend the meetings shall comply with confidentiality requirements on matters that come to their knowledge during their duty.

(7) A proxy representative may be appointed to cover a Council member who is unable to attend the Council meeting due to an excuse. Information on the members' inability to attend a meeting and the contact information of the proxy representatives shall be communicated to the Department via letter or e-mail no later than 2 days before the date of the meeting.

(8) Before discussion of the agenda items, council members and proxy representatives shall sign the list of participants for the meeting prepared by the Department.

(9) If all agenda items cannot be discussed on the day of the meeting, the meeting shall continue on the date to be agreed by the Council.

#### **Decision minutes**

**ARTICLE 10** – (1) The decisions taken in the Council meeting shall be recorded by the Department in the minutes of the meeting comprehensibly and in full.

(2) The draft minutes shall be submitted to the Council members electronically within five days after the meeting. No opinion or suggestion submitted by members on the draft minutes within the specified period shall mean tacit approval.

(3) Before discussion of the agenda items during the meeting, the decisions taken in the previous meeting shall be signed. The proxy representatives who attend the meeting instead of the members shall sign the minutes of the meeting attaching the expression “on behalf of”.

### **SECTION THREE**

#### **Miscellaneous and Final Provisions**

##### **Enforcement**

**ARTICLE 11** - (1) These Principles and Procedures shall enter into force on the date of their publication.

##### **Execution**

**ARTICLE 12** - (1) The provisions of the Principles and Procedures shall be executed by the President of the Authority upon approval by the Coordination Council.